

ENVIRONMENTAL DEPARTMENT MANAGER

DEFINITION: Under administrative direction, manages one or more environmental protection programs engaged in the enforcement, protection and control of environmental related issues of significant depth and complexity; serves as the Nation's scientific expert on environmental issues; work produced is considered as authoritative; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Manages an environmental control program of such magnitude where the organization is composed of multiple environmental control sections; manages program sections through subordinate supervisory staff; develops environmental policies and procedures to supplement or improve existing policies issued by respective federal or state environmental agencies; develops short and long term program goals and objectives; provides considerable input into legislative proposals and agency office policies impacting environmental programs.

Assures program mission is in compliance with program goals and objectives; streamlines program operation in accordance with established organizational objectives strengthens program activities through program evaluation procedures; implements internal control mechanism through development of procedures and guidelines in maintaining program accountability; reviews staff assignments to assure compliance with program directives, time-tables, out-comes and service delivery.

Investigates environmental complaints and concerns; conducts inspections and report on findings; notifies appropriate local, state and/or federal agencies as circumstances and requirements dictate; identifies and consults with upper level management staff of new environmental concerns; seeks grant and/or other funding sources; develops and forwards grant funding proposals; identifies program/project parameters, evaluation tools, deliverables and other relevant information; monitors personnel-related matters; monitors budget expenditures.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of applicable Navajo Nation, state and Federal statutes, rules, regulations, policies, and procedures as they relate to environmental protection concerns.

Knowledge of the principles of management, administration, supervision, and procedures used in a large regulatory environmental control program.

Knowledge of environmental functions assigned to each program segment.

Knowledge of the principles and techniques of field investigations and research.

Knowledge of supervisory methods and techniques.

Skill in evaluating and assessing compliance to complex statutes, rules, regulations, policies, procedures, protocols, and other directives.

Skill in applying complex statutes, rules, regulations, policies, procedures, protocols and other directives to individual situations and circumstances.

Skill in conducting and undertaking scientific field investigations and research.

Skill in operating a personal computer utilizing a variety of software applications.

Skill in establishing and maintaining effective and cooperative working relationships with others.

THE NAVAJO NATION

Class Code: 3030
Natural Resources and Parks Series
Environmental Sciences Group
Overtime Code: Exempt
Pay Grade: 69

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENTS: Work requires the ability to work in and out of doors in varying weather conditions at all times of the year. Walking over long distances, carrying heavy, bulky equipment and other items, climbing ladders or into trenches may be required. There is the risk of potential exposure to harmful chemicals, pesticides, noxious fumes and other hazards.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Physical Sciences, Biology, Chemistry, or a closely related field; and six (6) years of progressively responsible experience overseeing, managing and administering environmental programs or projects, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. Additional certifications may be required.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.